



# OUTLINES

BASIC FEATURE: A CLEAR, LOGICAL ORGANIZATION

# ALPHANUMERIC OUTLINE

## I. Main Topic

A. Subtopic of I

B. Subtopic of I

1. Subtopic of I.B

2. Subtopic of I.B

a. Subtopic of I.B.2

b. Subtopic of I.B.2

(1) Subtopic of I.B.2.b

(2) Subtopic of I.B.2.b

C. Subtopic of I

1. Subtopic of I.C

2. Subtopic of I.C

# TOPIC OR SENTENCE

## TOPIC OUTLINE:

NAMES THE TOPICS AND SUBTOPICS

- I. Organized sports is harmful to children
  - A. Harmful physically
    1. Curve ball
    2. Tackle football
  - B. Harmful psychologically
    1. Fear of being hurt
      - a. Little League Online
      - b. Mother
    2. Competition
      - a. Rablovsky
      - b. Studies

## SENTENCE OUTLINE:

USES COMPLETE OR ABBREVIATED SENTENCES

- I. Highly organized competitive sports such as Peewee Football and Little League Baseball can be physically harmful to children, as well as counterproductive for developing future players.
  - A. Physically harmful because sports entice children into physical actions that are bad for growing bodies.
    1. Koppett claims throwing a curve ball may put abnormal strain on developing arm and shoulder muscles.
    2. Tutko argues that tackle football is too traumatic for young kids.

# CONSIDER YOUR AUDIENCE

- Freewrite for 5 minutes about who might be the appropriate audience for this proposal. Who would be in charge of making the kind of changes you are suggesting?
- Research for 5 minutes (if you have a phone or computer) to find a name and office location for the appropriate audience. Take notes.
- Freewrite for 5 minutes: Do I think my readers acknowledge that the problem exists and will they be open to my solution? Do I think my readers do not recognize the problem or are likely to prefer alternative solutions?

## READERS ACKNOWLEDGE PROBLEM AND ARE OPEN

- Introduce the problem, concluding with a thesis statement asserting your solution
- Demonstrate the problem's seriousness: Frame the problem in a way that prepares readers for the solution
- Describe the proposed solution: Show what could be done to implement it
- Refute objections
- Conclude: urge action on your solution.

## READERS DO NOT RECOGNIZE PROBLEM OR PREFER DIFFERENT SOLUTION

- Reframe the problem: Identify common ground, acknowledge alternative ways readers might see the problem
- Concede strengths, but emphasize weaknesses of alternative solutions readers might prefer
- Describe the proposed solution: give reasons and provide evidence to demonstrate that it is preferable to alternatives
- Refute objections
- Conclude: reiterate shared values and urge action